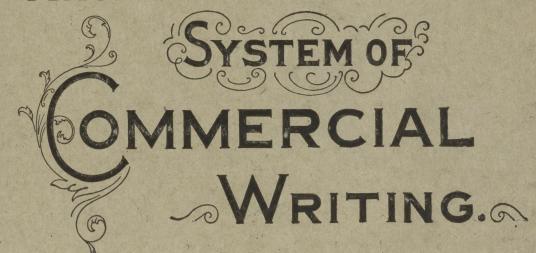
NAME Margaret Reynolds.

No. 6

KRONE'S



KRONE BROTHERS

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POSITION OF THE BODY.

Sit directly facing the desk in an easy upright position. The body may incline slightly forward without touching the desk. Place the feet flat on the floor in front of the desk. Place the right and left fore-arms on the desk, forming right or nearly right angles to each other. Rest the right fore-arm on the rolling rest or muscles, and the hand on the sliding rest-the edges of the nails of the third and fourth fingers. The left fore-arm should steady the body and the left hand keep the book in proper position.

POSITION OF BOOK.

body and turn it to the left until it forms an angle of 20 to 30 degrees with the front edge of the desk. Then place the fore-arm and hand at right angles to the line of writing. When a line has been written through, it is necessary, before beginning to write the next line, to move the book a little upward, a distance equal to the space between the lines.

POSITION OF HAND AND PEN.

Nothing is more essential to good writing than the proper position of hand and pen Therefore, the tollowing directions should be well studied and practiced. Hold the pen lightly between the first and second fingers and thumb, letting it cross the second finger at the root of the nail, and the fore-finger forward its knuckle-joint. Place the thumb against the holder opposit the first joint of the forefinger. Rest fore-inger lightly upon the top pupils should use our Drill Pads. These pads

nails, giving the hand its sliding rest. Keep or capital,—as taken up in the copy books. the wrist slightly elevated and free from the The first five or ten minutes of each writing desk. Rest the fore-arm lightly upon its fullest lesson should be devoted to these Drill Expart below the elbow, called the muscular arm ercises. Pupils should be required to practice rest. Bend thumb and pen-fingers slightly; these Exercises with great care and method, hold the pen easily and in such a way that until every difficulty has been mastered. both points press equally upon the paper. The right shoulder.

The illustrations on top will give a clear idea of the proper position of hand and pen.

MOVEMENT.

Movement is the foundation of good Business Writing. No satisfactory hand-writing can be obtained without a free and easy action of the writing muscles. These muscles, therefore, should be developed by special Drill-Lessons in position and movement.

There are four movements in writing: the finger movement; fore-arm movement; wholearm movement, and the combined movement.

The finger movement is made by extending and contracting the first two fingers and Place the book on the desk in front of the thumb; the hand and arm being stationary.

> The fore-arm movement is made with the fore-arm, from the muscular rest near the elbow: the fingers being at rest, and the hand gliding gently on the nails of the third and right, the left, and the compound curve. fourth fingers.

The whole-arm movement is produced by an oval. the action of the whole arm, with the elbow slightly raised; the hand sliding on the finger oval. rest. This movement is used chiefly in striking off-hand capitals and flourishing.

The combined movement is a union of the fore-arm and finger movement. The fore-arm moves on the rolling rest, carrying the hand along, while the pen-fingers assist in shaping the letters. This is the best movement for rapid business writing.

HOW TO USE THE BOOKS.

In connection with the books of this series. of the holder. Bend third and fourth fingers have printed headings and are arranged to the base and top of letters.

under far enough to touch the paper on their furnish a thorough drill on each letter,—small

In the lower numbers of this series each holder should point in the direction of the line is divided in half, giving two lessons on each page. This plan has been adopted for the reason that a pupil of the Primary grade is unable to write a full line clear across the page without interrupting the lateral motion of his hand. For, having written the first half of the line, he is compelled to lift his hand, and to shift the paper to the left, in order to readjust the position of his hand to the second half of the line. In a half page lesson the pupil may conveniently write his lesson with a continuous sliding movement of his fore-arm and hand.

DEFINITIONS.

All the letters in the alphabet are formed by combining straight lines and curves.

The straight line is one that does not bend or change its direction.

The curved line is a part of an oval.

There are three different curves, viz.: the

A right curve is a part of the right side of

A left curve is a part of the left side of an

A compound curve is the union of a right and left curve, forming a slight wave line.

The base line is a real or imaginary line on which the letters are written.

The head line is a real or imaginary line to which the short letters extend.

A space in height is the height of letter i.

A space in width is the distance between the straight lines of letter u.

A Point in writing is the sharp point of two

Upper and lower turns are short curves at

Alley Anger is a two edged sword. a. alley a a two edged sword anger is alley a two eloged sword anger is W a alley a two edged sword linger is alley anger is a two edged sword a alley a two edged swood a anger Is alley a anger is a two edged sword alley anger is edged sword a two alley edged sword a anger is a Two alley anger is a Two edged sword a edged sword a alley anger! is a two alley anger is a two edged sword a anger is edged sword a alley a two a Two edged sword a alley linger is

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Expert Economy is the road to wealth.

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drong by dings to walls and trees. I drony Low clings to walls and trees I drony Loy clings to walls and trees I drony longs to wall and trees I Irony Loy clings to walls and trees I Irony boy lings to walls and trees & lrony loy clings to walls and trees & Lrony Loy dings to walls and trees I Irony Loy dings to walls and trees & Irony Loy clings to walls and trees & Irony by dings to walk and trees & Irony Loy dings to walls and trees & Irony Loy dings to walk and trees I Irony clings to walls and trees I

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SMALL LETTERS.

The small alphabet is divided into three classes of letters, viz.: short, stem, and looped letters.

The short letters are one space in height, except the letters r and s which are a little higher. The parts of i. u

CHART OF LETTERS

gins with a slightly curved stem and combines at base in a slanted loop with right side of an oval and ending at top with a small loop. C begins with an inverted loop and combines at top with direct oval. In E two ovals are connected by a narrow loop. A is a pointed

No	ALIEN CAR	D County
1. Age		
2. Name	3.	City, town or village
(b) R. F. D. route	(a c	Street and No
5. Country-born?	7.	. How long in U. S.?
10. First papers?	11.	Country a citizen?
12. Father born?	13.	Mother born?
14. Married?	(a)	Husband living?
17. Dependents for support?		
19. Speak English?	(a)	Other language?
(b) Interpreter?	· (e)	What language?
21. Industry?	(a) Position?	(b) Kind work?
23. Business self?	24. Present employer?	
(a) Employer's business	(b)) Address

Verres Zim is aivery useful metal. MARGARETREYMOLDS Zinc is a very useful metal. Herres

SMALL LETTERS.

The small alphabet is divided into three classes of letters, viz.: short, stem,

and looped letters.

The short letters are one space in height, except the letters r and s which are a little higher. The parts of i, u and w are formed of the 1st Prin., which combines the straight line, lower turn and right curve. Width of u one space, w ends with a dot combined with a short horizontal curve. Width of last part ½ space. n, m, v, x are formed of 2nd Prin., which combines the left curve, upper turn and straight line. Width of n one space, of m two spaces. v ends like w. The parts of x are 2d and 1st Prin. o, a, c, e, s, are formed of 3d Prin. o is a complete oval; a a pointed oval, joined to 1st Prin. at head line; c an incomplete oval, with a dotted turn at top. In s a short compound curve combines with right side and base of an oval. r is irregular in form; a short dotted curve combines with 1st Prin.

The stem letters are so called from the extended main line. Stem of t and d extends 2 spaces above base line; of p 2 spaces above and 1½ spaces below base line; of q 1½ spaces below base line, finishing with a fold. The stem of t and d has diminishing shade, and of

p increasing shade.

The loop letters l, b, h, k, are formed of 4th Prin., and extend 3 spaces above base. j, y, g, z, are inverted loop letters and extend 2 spaces below base line, f extends 3 spaces above and 2 spaces below base line, its looped stem terminates with a fold. Width of all loops ½ space. The upper loops cross at head line; the lower loops at base line,

CAPITAL LETTERS.

Capitals are divided into three classes of letters, viz.: Direct Oval, Reversed Oval, and Capital Stem Letters.

The direct oval letters are formed by the 5th Prin. O is a full direct oval, ending at top with a small loop. D be-

CHART OF LETTERS

Principles. Reversed Cva Capital Stems

gins with a slightly curved stem and combines at base in a slanted loop with right side of an oval and ending at top with a small loop. C begins with an inverted loop and combines at top with direct oval. In E two ovals are connected by a narrow loop. A is a pointed oval; its last part is like t without cross and shading. All direct ovals are shaded on left curve.

Reversed Oval Letters. These letters are formed of the 6th Prin. First part of X, W, N, M, Q, and Z, is the reversed oval. Last part of X is part of a direct oval, touching main line at center. Last line of W is a left curve. Last part of N is like that of n, 2 spaces in height. The 2d and 3rd lines of M are like those in m, respectively 2½ and 2 spaces in height. Q ends at base with a horizontal compound curve, and Z with an inverted loop. In V, U, Y the down-stroke of the reversed oval is a compound curve. The introductory curves of I and J form with the mainline a reversed oval loop. I terminates with short oval, J with inverted loop.

Capital Stem Letters. These letters are formed of the 7th Prin. The main part of T and F is the Capital Stem. The cap is a small reversed oval and compound curve. In H and K the stem is a single curve. The 2d line of H is a long left curve, connected at base with a small loop. The first part of K is like in H. The connecting loop of the compound curves in the last part is at half the height of letter. The stem of L and S has increased curvature and intersects the loop a little above head-line. In L the stem terminates in a horizontal loop, in S with a base-oval. In G, the looped oval connects $1\frac{1}{2}$ spaces above base with a short stem. In P the stemoval winds clear around the stem and ends with a full right curve. In B and R the stem is slightly curved. The right curve in the last part of B ends in a small loop and connects with final right curve. In R the loop connects with a compound curve.

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No. 1 contains exercises in straight lines; it teaches the angles and introduces the square, its parts and divisions.

No. 1½ contains further exercises in straight lines, and takes up the triangle, rectangle, rhombus, etc. Also Gothic letters and figures, formed by straight lines, are given.

No. 2 introduces simple, compound and reversed curves and applications.

No. 2½ introduces the circle, its parts, and their application in object and decorative design.

No. 3, after reviewing circular and compound curves, introduces the ellipse and the oval, with practical applications.

No. 3½ introduces the spirals with applications, both in objects and floral designs.

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No. 4½ contains a course of instruction in Angular Perspective.

II. Advanced Course.

No. 5 contains exercises in shading. No. 6 contains more difficult exercises (Cross shading), Solids, etc.

No. 7 contains Landscapes in outline.
No. 8 contains Landscapes, slightly shaded.
No. 9 contains Animals, slightly shaded.
No. 10 contains Flowers, slightly shaded.
No. 11 contains Animals, fully shaded.
No. 12 contains Ornamental forms, fully

shaded.
No. 13 contains Treatment of Foliage and
Landscapes.

Landscapes.

No. 14 contains Landscapes, fully shaded.

No. 15 contains Flowers, fully shaded.

No. 16 contains Parts of Figures, Heads, etc., shaded.

III. High School Course.

No. 17 contains Landscapes, slightly shaded. No. 18 contains Landscapes, shaded. No. 19 contains Heads and Figures, slightly

shaded. No. 20 contains Flowers and Fruits, fully shaded.

No. 21 contains Landscapes, fully shaded.

No. 22 contains Landscapes, fully shaded. No. 23 contains Heads, fully shaded. No. 24 contains Heads, fully shaded.

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Size, 10x13 inches.

The studies as well as the sheets for practice have a tinted background in 3 colors. The drawings are fully shaded and executed in the most artistic style. They are sold in sets containing one study and five tinted sheets in outline, put up in a neat strong envelope.

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Book F contains 7 Maps of Eastern Hemisphere.

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In these books the pupils commence the study of business correspondence and commercial forms by copying models, while the explanations and definitions appended furnish ample material for home study.

The model letters are prepared in the most careful manner, and will serve as an excellent introduction to the study of business correspondence. The commercial forms are elaborately engraved and are exactly like the Checks, Receipts, etc., used in business.

No

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2.	Name	 3.	City, town or village	
	(b) R. F. D. route	(a c)	Street and No.	
5.	Country-born?	7.	How long in U. S.?	
10.	First papers?	11.	Country a citizen?	-
12.	Father born?	13.	Mother born?	
14.	Married?	 (a)	Husband living?	
			Other language?	
			What language?	
			(b) Kind work?	
	Business self?			

(a) Employer's business (b) Address

MARGARET REYNOLDS.